

## STEPS FOR COMPLETING THE PRF

The chart below identifies the PRF Screens that each district type must complete. If your district type does not need to complete a section you may skip to the next step.

	Public	Nonpublic	Tribal/BIA	Coops/Multi-District	Special Populations	Community Support Providers	State Special School	Alternative	Virtual School
District/School Information	X	X	X	X			X	X	X
Staffing - Teacher/Admin/SSS	X	X	X	X			X	X	X
Salary	X			X					
Plan of Intent	X	X	X	X					X
Classified Staffing	X			X			X		
Paraprofessionals	X			X			X		
Bus Drivers	X	X	X	X			X	X	
Contracted Services	X			X			X		
Vacancy	X	X	X	X			X	X	
Assurance Statement	X	X	X	X			X	X	X

### Step I: Run the following Reports available to your district.

- **Report: By Staff Person (School Year 2010 and Beyond) No SSN**
  - (Identifies Staff Person, Race, DOB, Gender, Reporting Type, Salary, Experience, FTE and Assignment information that was rolled forward from the previous year)
- **Report: Paraprofessionals (School Year 2010 and Beyond) No SSN**
  - (Identifies Name, Qualifications, Attendance Center, Supervisor, Contracted, Job Responsibilities, Funding Source, FTE, Qualified)

### Step II: District/School Information

- You will need to add the Teacher Base Salary (if required for your district type).
- If the information is not correct on the report you will need to make the appropriate changes.

### Step III: Staffing – Teacher/Administrators/School Service Specialists

- Review the Report By Staff Person (School Year 2010 and Beyond). This report lists all staff from last year. It is recommended you staple this page to the new Staffing Data Collection Form which contains the additional fields that need to be collected.

- For new employees complete the Staffing Data Collection Form.
- Update all existing Staff on the PRF. Fields which must be updated include the salary, years of experience and assignments, including checkboxes.
- Add new staff.
- All staff that were employed the previous year but are No Longer Employed need to have the reason selected.
- After you have added all information for an employee, change Personnel Completely Updated to a Yes.

**Step IV: Plan of Intent**

- The Plan of Intent lists staff not highly qualified or properly certified. The district and staff person should work together to identify what they will do to become qualified.

**Step V: Classified Staffing**

- Review the FTE Summary of Other Staff Report. Update as needed.

**Step VI: Paraprofessionals**

- Review Report: Paraprofessional (School Year 2010 and Beyond). Identify changes and update as needed.
- Add new paraprofessionals.
- Complete the Student Information Screen

**Step VII: Bus Driver Screen**

- If your district employs or contracts bus drivers, review the information from the previous year that has been rolled forward.
- Bus Driver Training will need to be completed for all bus drivers.
- If the district does not employ bus drivers click No and go to the next screen.

**Step VIII: Contracted Services**

- The information from last year was rolled forward. Review this information and update as needed.
- Coops and Districts are no longer an option as a provider since they will now have the ability to encode this in the Staffing Screen through the use of the new checkboxes.
- Ensure accurate data is reported by the coop and virtual schools

**Step IX: Vacancy**

- The number of positions which were required to be filled between school year 2015 - 2016 and 2016 – 2017 will be populated based on those employees you give a no longer employed code to.

**Step XI: Complete the Assurance Statement and Print Reports**

- The top section is a series of checks to make sure you have completed all areas of the PRF.
- Print all report in the Report Section before signing off.
- Once you have completed this area, you should be finished with the PRF Collection. After you sign off you will be locked out of the database, but still can access it to run reports.